



APPLICATION FOR SPONSORSHIP: GUIDELINES



Thank you for your interest in working in partnership with Joblink Plus.

Our purpose is to believe in and provide support to all people, connecting them to the dignity and fulfillment made possible through education and meaningful work.

Each activity, relationship we pursue and commitment we make at Joblink Plus is aligned to this purpose. We encourage you to keep this in mind as you complete the application.

WHO CAN APPLY?

Your organisation is eligible if it:

- Is a not-for-profit*
- Provides community benefit
- Is in Australia
- Provides services in Australia
- Has an ABN
- Has an Australian bank account (corresponding to the ABN)

We encourage collaborations and partnerships between distinct types of organisations, where the lead partner is not-for-profit.

Grants, sponsorships and donations can only be made to incorporated not-for-profit organisations. Organisations don't need to have deductible gift recipient (DGR) status to apply.



Note: Sole traders and government entities **are not** eligible to apply.

WHAT WE CAN FUND

Funds must be spent on activities that align with the Joblink Plus purpose and address a demonstrated community need.

The funds can be used in a multitude of ways, including but not limited to:

- Skills development (e.g. volunteer training)
- Equipment, materials and supplies
- Venue or furniture hire
- Refreshments (excluding alcohol)
- Outreach and referral support
- Communications – including website setup, newsletters and advertising
- Program coordination and facilitation
- Travel costs for participants

WHAT WE CANNOT FUND

- Projects where the primary activity involves alcohol, drug or tobacco use
- Political, religious, gambling, weaponry or military pursuits
- Projects or programs that discriminate or exclude members of the community
- Projects undertaken for commercial gain or benefit
- Budget deficits, bequests, endowments, or loans of business finance
- Labour costs that aren't specific to the project
- High-risk events or activities
- Activities that damage or harm the environment
- Activities that are related to medical research or interventions
- Expenses that have already been incurred, or that will have been incurred by the time funding is received
- Capital improvements
- Projects that are implemented outside Australia

SELECTION CRITERIA & PROCESS

CRITERIA

- ✓ Aligned to Joblink Plus purpose
- ✓ Clear budget including any funding from other sources
- ✓ Clear methodology, aims and outcomes
- ✓ Demonstrable capacity to achieve stated outcomes
- ✓ Projects/Activities are for the benefit of the community

SELECTION PROCESS

The allocation of funds is at the discretion of the Committee for Sponsorships and Donations, which is made up of a Joblink Plus Board Member, staff members, and a community member. Decisions are based on alignment with Joblink Plus's purpose, need and benefit to the community and environment.

If necessary, we may seek further information to assist with the selection process. You can email us or call us with questions about the process, and **where possible and fair to other applicants** we can help you with tips for your application. We may ask you to put any questions in writing to ensure communication is transparent.

Once recipients have been selected, the nominated contact person for each application will be contacted to advise them of the outcome.

IF YOU ARE SUCCESSFUL

You will receive formal notification outlining the terms of the Sponsorship Agreement which you will then need to accept. Depending on your project we may proceed to complete a **Memorandum of Understanding** (MOU). The Sponsorship Agreement will outline any reporting requirements and evidence of how the funds are spent. All Sponsorship Agreements will make clear that:

- The funds you receive are not transferable to another organisation or to an individual
- Sponsorship funds must only be used for the purpose stated in your application unless otherwise negotiated with us
- The sponsorship recipient shall not do or say anything or cause anyone to do or say anything that may prejudice or be detrimental to or cause damage to the name and reputation of Joblink Plus.



Joblink Plus reserves the right to re-negotiate the sponsorship at any time if there is a risk of reputational damage.

IF YOU ARE UNSUCCESSFUL

You will receive formal notification and an invitation to discuss the reason(s) behind the decision. If the opportunity for funding is still open, we can let you know what changes are needed (for example, more evidence of community involvement, or a clearer budget) are you can re-submit.

OTHER POINTS TO NOTE

Sometimes we will decide that there are aspects of the application that we can fund, but not others. We may discuss partial funding with you and commit to paying for an aspect of what you need. We will ask you to be clear on your expectations for the timing of payment and any impact on your cash flow.

We may elect to pay invoices of suppliers on your behalf rather than depositing funds directly. When this is applicable, we'll discuss it with you.

We may require certain reporting or documentation from your organisation to demonstrate use of the funds and to help us assess the strength and value of the partnership. Where we require this, we

will assist with templates if needed, and include all the requirements in the Memorandum of Understanding.

Individual Sponsorships/Donations

Support will be provided to approved individuals in the amount of \$3000.00 per financial year.

Single Event Sponsorships/Donations

Support will be provided to approved single events in the amount of \$12,000.00, this will be split amongst requests for the same event per financial year.

For example, a regional 'Knockout Football' competition where multiple teams from various communities are competing at the same event. In these instances Joblink Plus will cap the amount for the **event** at \$12,000.

APPLICATION CHECKLIST

This is for your reference (there's no need to return it to us).

- Read the guidelines and application form
- Be familiar with the Joblink Plus Privacy Statement, accessible via our website:
<https://www.joblinkplus.com.au/privacy-and-security/>
- Email any questions or call to discuss
- Gather the Certificate of Incorporation or any documentation confirming not for profit status
- Make sure all the people you are listing as contacts are aware of the application and their contact details are up to date
- Double check your budget
- Be clear on your needs and expectations around payment schedules – if your cash flow or project is time-sensitive, make that obvious
- Print and sign the Authorisation Page of the application form
- Email, post or drop in the application to us!